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NCBC GULFPORT  
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TIER I PARTNERING TEAM MEETING MINUTES 14 AND 15 JANUARY 2014 NCBC  
GULFPORT MS  
1/15/2014  
TETRA TECH

**NCBC GULFPORT TIER I PARTNERING TEAM MEETING MINUTES  
GULFPORT, MISSISSIPPI  
JANUARY 14-15, 2014**

**MEETING ATTENDEES**

**Team Members:**

Gordon Crane	NCBC Gulfport, IRP Manager
Bob Fisher	Navy RPM (via phone)
Bob Merrill	MDEQ
Greg Roof	Tetra Tech, Project Manager

**Adjunct Members/Guests:**

Libby Claggett	Tetra Tech, Scribe
Bill Olson	Tetra Tech, Project Scientist
Jon Overholtzer	CH2M HILL, Project Manager
Derrick Rogers	Aerostar (Day 2)
Nancy Rouse	The Management Edge, Facilitator

**Absent:**

Lisa Nobel	NCBC Gulfport
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**1. Meeting Opening**

The meeting began at 9:00 a.m. CT. The Team checked in and shared events since the last meeting. The ground rules were read. The meeting leader will be Greg Roof, and the timekeeper will be Gordon Crane. Dave Felter and Paul Jobmann from Resolution Consultants were introduced to the Team, but did not stay for the meeting.

**2. Approval of Minutes**

Team members reviewed and approved the October 2013 minutes.

**Consensus Item:** The October 2013 meeting minutes were approved as final.

A-0713-06	Bob Fisher	Ongoing	Before the next meeting	Bob F. is to review all sites with Decision Documents for the LUC inspection. <b>Update 01-2014:</b> This is in progress.
A-0713-15	Bob Fisher	<b>Done</b>	By 8/6/2013	Bob F. is to determine the status of the LUC MOA within the Navy.

**3. Previous Plus/Delta and Parking Lot**

Team members reviewed and updated the parking lot and reviewed the October 2013 plus/deltas.

Plus/Delta	
+	Δ
Bill's presentations	Bob F. not present at meeting
Phone system worked well	Meeting room locked
Made different meeting room work	Started meeting late
No side bars	
Finished agenda (Day 1)	
Good relationships among Team members	
Ice breaker on Day 2	
Bob F. able to be on the phone for Days 1 and 2	

*These minutes are a summary based on informal notes taken at the meeting. They are not intended as a verbatim transcript and may not have captured everything that was discussed.*

Plus/Delta	
+	Δ
Good communication in spite of not all physically at the meeting	

#### 4. Agenda Review

Team members reviewed the agenda and made modifications accordingly.

#### 5. Tier II Update

There is nothing new to report; there has not been a Tier II meeting since the last meeting. Team members discussed possibly asking for Tier II's input regarding a background study at NCBC Gulfport.

#### 6. RPM Update

Resolution Consultants have been put in place with contracting for NCBC Gulfport and will be working on Sites 7 and 8. Tetra Tech will be used as long as they have funding.

Bob F. has requested the cost to complete for NCBC Gulfport be increased.

The NCBC Gulfport public website is working; the Meridian site is in progress.

#### 7. Base Update

The off-base construction road agreement has been sent to M. C. Drake and her attorney. The Navy attorney has spoken to Ms. Drake's attorney regarding the agreement. Navy contracts have not sent the information to CH2M HILL at this point. The agreement is to remove the construction (access) road the Navy built when working to clean up the site. If the agreement to remove the road is not signed, it was suggested the road be fixed and the wells be maintained, fenced, and monitored.

#### 8. RAB Meeting Review/Community Involvement

Since no RAB members were present for the meeting, a round table discussion was held. The RAB meeting process changed from presentations to poster sessions, and it was commented during the round table discussion that the process works well.

**Action Item:** Gordon is to provide Nancy and Libby with the newest installation map with IR sites and Site 11.

Team members agreed that at the April 2014 (or next) RAB meeting, Site 8 should be discussed.

Nancy provided website content for Site 8, and it will be reviewed before going public. Nancy will proceed to work on Site 3. The Environmental Restoration Program (ERP) brochure is being updated. ERP is the acronym being used (instead of Installation Restoration Program [IRP]) at NCBC Gulfport. Site 11 will be added to the ERP update.

#### 9. Site 1 Proposed Plan

A-1013-01	Bob Fisher / Greg Roof	Done	By 11/8/2013	Bob Fisher and Greg are to discuss Navy legal comments and rewrite the Site 1 Proposed Plan.
A-1013-02	Greg Roof / Bob Fisher	Done	By 11/8/2013	Greg and Bob F. are to discuss the design for Site 1.

The Site 1 Proposed Plan was reviewed by Navy legal with comments on contaminants of concern (COCs). A Feasibility Study (FS) Supplement (letter) was prepared to clarify the COCs and other comments from Navy legal and to ensure all parties are on the same page. Greg provided a presentation to the Team regarding the Site 1 FS Supplement and reasoning for COCs (whether retained or eliminated) and the remedial action.

The remedial action at Site 1 will include excavation of "hot spots" to eliminate dieldrin as a COC in surface soil. Groundwater long-term monitoring (LTM) will be conducted to ensure degradation and no undetected migration of PCE, iron, manganese, and thallium. There are no defined COCs in subsurface soil, surface water, or sediment. The existing soil cover will be maintained to protect against exposure to buried waste. The land use control (LUC) will be used to provide an administrative layer of protection for buried waste and groundwater.

**Action Item:** Greg is to find a presumptive remedy landfill site, pull the ARARs, and review and provide to Bob F.

#### 10. Site 2 Feasibility Study

A-0713-14	Greg Roof	Done	By 7/19/2013	Greg is to send the Site 2 RAA and the Exit Strategy to Bob F.
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Bill provided a presentation on the reasoning, COC selection (whether retained or eliminated), and remedial action for Site 2 (similar situation to the reason for the Site 1 FS Supplement). The basis for the presentation was to clarify the COCs and ensure all parties are on the same page.

The remedial action for Site 2 includes the construction of a soil cover to prevent direct contact and LUCs to manage site use and receptor exposure. Subsurface soil will have LUCs to manage site use and receptor exposure. Groundwater LTM will be conducted to ensure degradation and no undetected migration of DCE, arsenic, and iron. There are no defined COCs identified for surface water or sediment. A soil cover will be installed to protect against exposure to buried waste. The LUC will be used to provide an administrative layer of protection for buried waste and groundwater.

#### 11. Site 3 Construction Update

A-1013-05	Greg Roof	Done	By 11/1/2013	Greg is to adjust the date for the Site 3 Decision Document before sending the Exit Strategy to Team members.
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Jon provided a presentation on the Site 3 construction status. Site 3 was graded reusing materials from the site and covered with soil. The cover was graded to meet the shape required by the remedial design. After grading, the cover material was compacted. Soil density testing was conducted to measure the effectiveness of the compacted landfill cover material. The irrigation system will be cut into the surface of the soil cover; after which, top soil will be spread and turf will be laid.

#### 12. LTM for Sites 4, 6, and 8

A-0413-07	<del>Charles Cook</del> / Bob F.	Done	8/30/2013	Charles is to modify the BOA contract for Sites 4 and 6. <b>Update 07-2013:</b> Per Bob F., the contract is in place, and he will check the status. <b>Update 10-2013:</b> There were issues in the Statement of Work, and the contract had to be rewritten. <b>Update 01-2014:</b> The contract was modified.
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The LTM reports for Sites 4 and 6 are in progress, and Site 8 has been submitted draft to the Navy.

### 13. Site 7 Remedial Investigation Update and Path Forward

Bill provided a presentation on the Site 7 RI Sampling Path Forward. October 2013 sampling was conducted to provide vertical delineation; however, TCDD and TEQ were detected. There is surface waste to the southeast of Site 7 in a forested wetland area. Bob F. suggested expanding the boundary of Site 7 to include the forested wetland area.

Proposed activities include surface soil sampling in the forested wetland, collecting soil borings in the southeastern cover of Site 7, using ground penetrating radar (GPR) to determine if drums or crushed drums are present, and possibly confirming with test pits (if required). The surface soil sampling would include up to 10 surface soil samples from the 0- to 2-foot depth interval. Subsurface soil sampling would be conducted concurrently with the GPR survey and would include up to 9 subsurface soil samples from the 3- to 5-foot depth interval and up to 5 subsurface soil samples from the 6- to 8-foot depth interval.

Ditches and canals to the top of the bank are part of Site 8.

### 14. Review Day 1

Team members reviewed action items generated on Day 1 and began a plus/delta list.

#### DAY 2

The meeting began at 9:20 a.m. CT.

### 15. Check-In/Opening Remarks

Team members shared events of the previous evening.

### 16. Aerostar

Aerostar has been contracted to perform LTM at NCBC Gulfport. Team members discussed who was to mow the sites. Bob F. said it could be added to Aerostar's contract. During the summer, Site 5 should be mowed monthly. Gordon said he would investigate hiring someone locally to mow Site 5.

**Action Item:** Gordon is to investigate hiring someone locally to mow Site 5.

### 17. Site 8 Update

A-0113-07	<del>Charles Cook</del> Bob Fisher	Done	Before the next meeting	<del>Charles and Bob F. are to reengage their supervisors and Navy legal regarding the Arndt and Bennett properties.</del> <b>Update 10-2013:</b> Bob F. is getting the last bit of information to Real Estate to gain a temporary access for the road removal.
A-0713-05	Greg Roof	OBE	By the end of the month	Greg is to discuss with the Navy potential funding mechanisms for sampling canal banks associated with Site 8.
A-0713-07	Bill Olson	Ongoing	7/24/2013	Bill is to get the Site 8 sampling map to Mike Kuhn for inclusion on the public web site with significant zooming enabled.
A-0713-10	Multiple	Done	By 7/31/2013	Nancy, Gordon, Greg, and Bill are to provide a draft of the Site 8 information for the public web site by July 31, 2013.

A-0713-18	Bill Olson	Done	By 7/19/2013	Bill is to find the dioxin cleanup criteria from the Site 8 Focused FS and email the information to the Team. <b>Update 01-2014:</b> 30 ng/kg for soil is not correct. The correct value is 4.26 ng/kg for unrestricted soil, 38.2 ng/kg for restricted soil, and 30 pg/L for groundwater and surface water.
A-1013-03	Gordon Crane	Done	By 11/8/2013	Gordon is to engage Base Planning to determine where recent flooding has happened at the installation to aid in the placement of sediment recovery traps at Sites 8B and 8C. <b>Update 01-2014:</b> There is no significant flooding at the installation, and the sediment recovery traps should stay on the footprint of the site at the outfall.
A-1013-04	Greg Roof	Done	By 12/24/2013	Greg is to issue the JM21 Site 8 LTM Work Plan as final. <b>Update 01-2014:</b> The final report was sent on 12/17/2014.

Bill provided an update on the current LTM and sampling at Site 8. The path forward is to refine the Site 8 conceptual site model to identify fate and transport processes that have led to current site conditions including 1) evaluating existing surface and subsurface soil data to identify potential sources and 2) investigating aspects of site surface water hydrology and hydrogeology with regards to dioxin mobility due to aqueous processes.

Bob M. asked if the site will be grass covered or concrete. Bob F. replied that the Navy anticipates the site will be solidified with Portland cement and will have a clean cover of some type of hard surface (probably asphalt). However, if there are contaminant contributions from several mechanisms, the cover may need to be addressed differently.

Additional work includes managing (excavate/SRT) areas of Site 8 ditches where dioxin TEQs contribute to a 95% UCL exceeding the 38 ng/kg clean up goal, determining if engineering changes to Sites 8B and 8C drainage pathways and ground surface are appropriate, evaluating disposal options for material with dioxin concentrations exceeding the industrial TRG, establishing a standard for maintaining the current stockpile of dioxin containing sediment on Site 8B, evaluating future needs for managing on base dioxin containing sediment as part of the LUC, and continuing LTM for sediment and groundwater.

A concurrence letter is being prepared by Tetra Tech to perform the work at Site 8. After the letter is submitted (within the next 2 weeks) and approved, Tetra Tech will prepare a Tier II UFP-SAP. Sampling is anticipated to begin in April 2014. After Tetra Tech contract monies are spent, Resolution Consultants will take over work at Site 8.

Controls (e.g., silt fence) should be considered for the around the mounds. Jon introduced that silt fencing can rot in 2 to 3 months and create a management issue. Wattles will last longer, but may not have the capacity needed. Gordon stated that wattles are preferred at NCBC Gulfport. Discussion ensued regarding the proper containment for the mounds. The end result was the Tetra Tech would look into the need for these controls and discuss pricing and installation with Bob F.

**Action Item:** Greg is to provide pricing on installing wattles around the mounds at Sites 8B and 8C and include in the concurrence letter.

## 18. Training

Nancy provided training on Team Interaction. Nancy provided a pattern of interaction diagram she created during the Site 8 Update. Comments noted included easy dialog between Bob M. and Bill, a lot of affinity among Team members, broad participation as appropriate, complete participation (except for Derrick who was here to observe), and a lot dialog between the regulator and other Team members.

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Team members also completed a Meeting Observations Form and Meeting Skills Checklist that will be used during the next training.

## 19. Exit Strategy Review

Team members reviewed and updated the Exit Strategy accordingly.

## 20. Round Table Discussion

Team members proceeded to discuss topics that were not on the agenda.

## 21. Review Action Items and Consensus Items

Team members reviewed the action items and consensus items.

## 22. Next Tier I and RAB Meeting Dates and Agenda

**Next Meeting:** April 15-16, 2014 (Tuesday and Wednesday), beginning at 9:00 a.m. CT on Day 1

**Location:** TBD, Jackson, MS

**Meeting Leader:** Gordon Crane

**Timekeeper:** Bob Fisher

**Next RAB Meeting Date:** Thursday, April 17, 2014 (potentially)

**Action Item:** Bob F. is to check on meeting space in Jackson, MS for the April 15-16, 2014, meeting.

**Action Item:** Libby is to check on meeting space at the Cabot Lodge in Jackson, MS for the April meeting.

**Action Item:** Nancy is to poll the RAB members to determine if Thursday, April 17, 2014, would be a good RAB meeting date.

April 2014 Proposed Meeting Agenda			
Description	Presenter	Time	Category/Expectation
Meeting Opening: Check in, opening remarks, resource sharing, announcements, head count, and proxy assignments	Leader	15 min	Standard
Review Ground Rules	All	5 min	Standard
Minutes Approval	Leader	5 min	Consensus
Action Item / Parking Lot / Previous +/- Review	Leader	15 min	Standard
Agenda Review	All	5 min	Standard
Site 1 Update	Greg Roof	30 min	Information
Site 2 Update	Greg Roof	30 min	Information
Site 3 Update	Greg Roof	30 min	Information
Site 4 Update	Greg Roof	30 min	Information
Site 7 Update	Greg Roof	30 min	Information
Site 8 Update			
LTM Update	Aerostar	30 min	Information
Base Update	Gordon Crane	15 min	Information
RPM Update	Bob Fisher	15 min	Information
Tier II Update	Bob Fisher	15 min	Information
Community Involvement Plan / RAB Meeting Review	Gordon Crane	45 min	Information
CNO Award Submittal	Bob Fisher	15 min	Discussion

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April 2014 Proposed Meeting Agenda			
Description	Presenter	Time	Category/Expectation
Success Stories	Bob Fisher	15 min	Discussion
Exit Strategy Review	Greg Roof	15 min	Standard
Training	Nancy Rouse	60 min	Learning
Round Table Discussion	All	15 min	Standard
Facilitator Feedback	Nancy Rouse	15 min	Standard
Meeting Closeout: Review dates of next meeting, prepare next meeting agenda, review action item list, and create +/- list	Team	30 min	Standard

### Future Meeting Dates

#### Dates

July 15-16, 2014  
October 28-29, 2014

#### Location

NCBC Gulfport, Mississippi  
NCBC Gulfport, Mississippi

\*Note: Meetings may be held in Jacksonville, Mississippi if needed.

### 23. RAB Meeting Content

Site 3 finished or close to finished  
Site 1 Proposed Plan, public meeting  
Off-base road removal  
Dioxins at Site 8, ditches  
Update ERP posters

### 24. Plus/Delta, Meeting Accomplishments, Facilitator Feedback

Plus/Delta	
+	Δ
Accomplished Day 1 agenda on time	
Jon at the meeting	
Efficient meeting	
Meeting room nice	
Presentations	
Good discussions and interaction	
Incredible meeting manager, scribe, and facilitator	
Ability to resolve ongoing construction issues immediately	
A lot of information was exchanged	

### Meeting Accomplishments:

Site 1 – getting Team on same page with COCs  
Sites 1 and 2 – process for getting buy in earlier  
Discussions on how to complete actions that are split among contractors  
Reached agreement on a proactive approach to Site 8  
Discussion on Site 3 and decisions made to allow field work in real time – cost effective

### Facilitator Feedback:

Nancy felt it was a near flawless meeting with robust dialog. The Team has reached a high trust environment.

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Action Items				
Action Item #	Responsible Party	Status	Due Date	Action Item
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A-0713-14	Greg Roof	Done	By 7/19/2013	Greg is to send the Site 2 RAA and the Exit Strategy to Bob F.
A-0713-15	Bob Fisher	Done	By 8/6/2013	Bob F. is to determine the status of the LUC MOA within the Navy.
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A-0114-01	Gordon Crane		By 1/30/2014	Gordon is to provide Nancy and Libby with the newest installation map with IR sites and Site 11.
A-0114-02	Greg Roof		By 2/10/2014	Greg is to find a presumptive remedy landfill site, pull the ARARs, and review and provide to Bob F.
A-0114-03	Gordon Crane		By 1/30/2014	Gordon is to investigate hiring someone locally to mow Site 5.
A-0114-04	Greg Roof		By 1/30/2014	Greg is to provide pricing on installing wattles around the mounds at Sites 8B and 8C and include in the concurrence letter.
A-0114-05	Bob Fisher		By 1/22/2014	Bob F. is to check on meeting space in Jackson, MS for the April 2014 meeting.
A-0114-06	Libby Claggett		By 1/30/2014	Libby is to check on meeting space at the Cabot Lodge in Jackson, MS for the April meeting.
A-0114-07	Nancy Rouse		By 1/22/2014	Nancy is to poll the RAB members to determine if Thursday, April 17, 2014, would be a good RAB meeting date.

Consensus Number	Consensus Items
C-0712-01	The April 2012 meeting minutes were approved as final.
C-0712-02	Team members reached consensus to have a monthly call on the first Monday of the month at 2:00 p.m. EST. If the first Monday is a holiday, the conference call be held the following Monday.
C-0712-03	The Team reached consensus that the RAC member's status on the Team will be changed from core to adjunct due to reduced activity.
C-0113-01	The July 2012 meeting minutes were approved as final.
C-0113-02	Team members reached consensus that the web site will be developed using the rapid website approach.
C-0113-03	The Team reached consensus to have a full day meeting on Wednesday, April 17, 2013, and a ½ day meeting on Thursday, April 18, 2013, with the RAB meeting on Thursday, April 18, 2013, in the evening.
C-0413-01	The January 2013 meeting minutes were approved as final.
C-0413-02	The Team reached consensus that the Site 8 LUC boundaries should be extended to include the on-site impacted ditches.
C-0713-01	The April 2013 meeting minutes were approved as final.
C-1013-01	The July 2013 meeting minutes were approved as final.
C-1013-02	The Team reached consensus to install sediment recovery traps at Sites 8B and 8C.
C0114-01	The October 2013 meeting minutes were approved as final.

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Parking Lot		
Item Number	Status	Parking Lot Issue
P-1211-03	Ongoing	Site 6 DD Update 07/2012: During the 5 year review, Steve Beverly stated that Site 6 should have a DD. Waiting on funding.
P-1211-04	Ongoing	Site 8 off-site AOCs – LUCs and LTM Off-base area LUCs – Gordon suggested getting all parties involved to discuss. Charles stated there would have to be a call every other week with Navy legal and others.
P-0712-02	Ongoing	Success Stories – CNO Award (off-site properties, HO investigation) – submittal date of November 2014 – should start the outlining at the April 2014 meeting.